A GUIDE TO

COUNCIL MEETING PROCEDURES

RURAL MUNICIPALITIES

Advisory (Management) Services Unit
Saskatchewan Municipal Affairs, Culture and Housing
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PREFACE

"The Act"

This term is used throughout the *Guide* referring to *The Rural Municipality Act, 1989.*

Further Assistance

Staff of Advisory (Management) Services of Saskatchewan Municipal Affairs, Culture and Housing is available to provide assistance to municipal administrators during normal business hours.

Advisory staff members conduct workshops throughout the province on a number of important topics in municipal administration. In addition, the branch prepares reference materials including manuals, guides and bulletins for use by municipal administrators and council members.

For further information or assistance, contact a Municipal Advisor at:

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CHAPTER I INTRODUCTION

The purpose of this *Guide* is to provide information for municipal staff and council members on conducting council meetings.

The procedures used to conduct council business are drawn from three sources:

- provincial statutes, specifically, *The Rural Municipality Act, 1989*,
- parliamentary procedures, which are commonly accepted rules for conducting meetings, and
- procedure bylaws enacted by municipal councils.

This *Guide* draws on the information contained in *The Rural Municipality Act, 1989* as it pertains to the legal requirements that a council must fulfil in conducting its meetings. The procedures for calling meetings of council, the types of meetings that can be held by councils and the procedures for voting and recording votes are explained.

Guidelines for preparing council documents such as agendas, minutes and procedure bylaws are explained. Sample agenda and minutes are included in the appendix.

Councils are empowered to supplement *The Rural Municipality Act, 1989* by making rules in the form of a procedure bylaw to govern proceedings, call meetings, regulate the conduct of members, and transact general council business. Such bylaws, however, cannot contradict or attempt to override the provisions contained in the Act. More on the procedures and format necessary for these bylaws can be found in Chapter VIII.

In many instances, a municipal council will adopt established parliamentary procedures within their procedure bylaw. Some of the leading reference texts on parliamentary procedure are *Robert's Rules of Order, Bourinot's Rules of Order, Auer's Essentials of Parliamentary Procedures, Kerr and King's Procedures for Meetings and Organizations* and *Parliamentary Procedure at a Glance* by *O. Garfield Jones*. Any of these would prove helpful to a council preparing a procedure bylaw.

Procedures will vary depending on the reference text that a council uses. The procedures outlined herein, unless pertaining to legislated requirements, do not necessarily supersede procedural rules set forth in various procedural manuals. The procedures in this manual, other than the legislated requirements, do not always have to be adhered to by Saskatchewan municipalities if other acceptable practices or procedure bylaws are used.

On legislative matters, this guide is not a substitute for *The Rural Municipality Act, 1989* and other acts and regulations dealing with rural municipal government. It is always good practice to consult *The Rural Municipality Act, 1989* and other acts or regulations directly. It is also advisable to consult a solicitor on important or complex municipal matters.

This *Guide* includes an index that lists the subject contents alphabetically and indicates the section number of *The Rural Municipality Act, 1989* that contains the statutory provision.

CHAPTER II CALLING MEETINGS

Council Meetings be Open

The Act requires that all regular and special meetings of council to must be open to the public and no person shall be excluded from the meetings except for improper conduct.

Location of Meetings

Meetings of the councils of rural municipalities can be held any place in Saskatchewan if so determined by council resolution.

A majority of council members must be present to form a quorum at a first, special or any regular council meeting; otherwise no business can be transacted.

First Meeting of Council

Each year, the first meeting of council must be held not later than January 15 at the time and place specified by the administrator. Each member of council holding office immediately prior to the general election continues to hold office until the first meeting of the new council.

The administrator is required to provide all members of the council with a written notice of the time, date and place of the first meeting. The notice of the meeting must be delivered personally to each member of council at his home or, if the member is absent, to an adult who resides at that place, at least 48 hours before the day of the meeting. The notice may be mailed to the last known address of the council member at least seven days before the day of the meeting.

Regular Meetings

All subsequent regular meetings of council may be held on any days that the council members decide. Usually at their first meeting, council members will decide by resolution or Procedure Bylaw to hold regular meetings. The resolution shall state the day, hour and place of every such meeting and no further notice of any regular meeting is required. All members of council must be present at the meeting when a regular meeting date is set.

It is also possible for the regular council meetings to be determined at each meeting. For example, a motion can be made that the next council meeting be held on _____ (i.e., first Tuesday of the month).

Written notice of regular council meetings is not necessary; the resolution in the minutes is sufficient.

The Act does not specify the number of meetings that must be held each year. Although most municipalities hold regular meetings at least once per month.

Special Meetings

The reeve or a majority of council members may request a special meeting of council. A request for such a meeting must be in writing. A request to the administrator to call a special meeting may also be done by resolution at a preceding regular council meeting.

It is the duty of the administrator to inform all members of council of the date, time and place of the special meeting. This notice must be in writing and must be delivered personally to the member of council at his or her home or, if the member is absent, to an adult who resides at that place, at least 48 hours before the day of the meeting; or by mail to the last known address of the member of council being served, at least seven days before the day of the meeting.

The written notice from the administrator must also indicate the general business to be transacted at the meeting. No business other than that stated in the notice shall be transacted at the special meeting unless all members of council are present, and by unanimous consent agree to transact any other business.

Waiver of Notice

The reeve may call a special meeting of council on shorter notice. The notice may be either verbal or written. All council members must give their consent in writing before commencement of the meeting even if a member will not be present for the meeting. This is usually referred to as a waiver of notice (see Appendix B for format).

It is acceptable for a council member to sign the waiver of notice and not stay for the meeting. In this case only the business stated on the notice may be discussed. Only that business for which the meeting was called can be transacted unless all members are present and by unanimous consent agree to transact other business.

Public Meetings of Voters

There is a provision for calling public meetings of the voters of the municipality for the discussion of municipal matters. Such meetings may be called by the reeve upon authorization from the council or upon receipt of a petition from voters. A petition requesting the holding of a public meeting must be signed by not less than 20 voters of the municipality. The reeve shall call a public meeting to be held within 30 days after receiving such a petition by publishing a notice in a newspaper that circulates within the municipality.

CAUTION: A meeting of the voters is not a council meeting. Issues may be discussed and recommendations made but, only council, at a council meeting, can make a decision.

CHAPTER III THE ROLE OF AND REQUIREMENTS FOR PARTICIPANTS

Oath of Office

Before taking their seats on council, the reeve and each councillor must take an oath of office. The administrator is responsible for administering this oath in the proper format. The oath is in a prescribed form (Appendix A) and must be deposited with the administrator prior to the member entering the duties of office. It is recommended that the oath of office be kept in the minute book forming part of the minutes of the meeting at which the oath was taken.

Quorum

There must be a sufficient number of council members at all council meetings to form a quorum. A quorum for rural municipalities is the majority of the total council members. Therefore, in order for a council meeting to be held, a majority of council members must be present. Where council members leave the meeting because of pecuniary interest, the rules of a quorum differ. Refer to page 21 for specific details.

Although a meeting may commence with a quorum, the quorum may not always be maintained. One or more members may leave early or be temporarily absent from the meeting. Either of these circumstances could result in the loss of a quorum in which case the meeting ends.

Presiding Officer (Reeve)

The reeve presides at all council meetings. It is the responsibility of the reeve to preserve order and enforce the rules of procedure of the council.

The reeve may leave the chair for any reason. In that case, the reeve shall call on the deputy reeve to act as presiding officer of the meeting during the reeve's absence.

In the event that the reeve is absent from a meeting of council and a deputy reeve or acting deputy reeve has not been appointed (or is also absent from that meeting), the remaining members shall choose a presiding officer from among those present.

Where the office of reeve becomes vacant, the deputy reeve has the powers and duties of the reeve until another reeve is elected.

Deputy Reeve

One of the first items of business for a new council should be to appoint one council member as deputy reeve.

In the event the reeve is unable to perform the duties of the office of reeve, the deputy reeve has all the powers of the reeve during that period. Also, if the deputy reeve is unable to perform the duties required, the council may appoint an acting deputy reeve.

Administrator

The administrator is appointed by council and is an employee of the municipality and has duties outlined in the Act. The administrator is responsible for calling all meetings of the council, communicating the resolutions and instructions of the council to the parties concerned and conducting the general official correspondence of the council.

The administrator shall keep a full and correct record of all meetings of the council and truly record in the minutes, all resolutions, decisions and other proceedings of council.

It is also the responsibility of the administrator to maintain an indexed register containing certified copies of all bylaws of the rural municipality.

CHAPTER IV AGENDA

Purpose

"Agenda" is from the Latin word meaning "things to be done." The meeting's agenda is simply a list of things to be done during the meeting. An agenda should be used for committee and board meetings, not just council meetings. It is important to have a prepared agenda for each meeting to ensure that business is dealt with in an orderly and expedient manner. It is good practice for all meeting participants to receive a copy of the agenda with appropriate background documents well in advance of the meeting date.

A properly prepared agenda will save time for the presiding officer while chairing the meeting. In addition, if the meeting participants are provided with background information on the items to be discussed before the meeting, they are better prepared to make sound decisions. Another benefit is that important items of business are not forgotten if they are on the agenda.

The type and detail of the agenda will depend on the size of the rural municipality, the members of the council, and the administrator.

Contents

The following is a list of the suggested contents and order of an agenda:

(a) Title and Heading (date, time, location, type of meeting)
(b) Call to Order
(c) Adoption of Agenda
(d) Reading or circulating of and Adopting Minutes of Previous Meeting
(e) Business Arising From Minutes
(f) Presentations
(g) Delegations
(h) Correspondence
(i) Financial Reports
(j) Payment of Accounts
(k) Committee Reports
(l) Staff Reports
(m) Appointments
(n) Old or Unfinished Business
(o) New Business
(p) Bylaws
(q) Other
(r) Adjournment

Title and Heading

The title and heading should state that the document is an agenda for a regular or special meeting of council, the name of the rural municipality, and the date, time and location of the meeting for which the agenda is issued.

Call to Order

The reeve or presiding officer calls the meeting to order.

Adoption of the Agenda

It is not necessary to adopt the agenda. It may be used as a guide rather than as a rigid document that is followed.

If, at the beginning of the council meeting, members agree by resolution to adopt the agenda, it then forms part of the minutes and must be retained in the same manner. Once the agenda is adopted, it cannot be changed except by resolution of council. Therefore, keep this in mind when considering using this procedure.

Reading and Adopting the Minutes

The minutes of the last regular meeting and the minutes of any special meeting held since the last regular meeting must be adopted by resolution of council.

Instructions on the proper way to correct minutes and the resolutions for adopting the minutes can be found in Chapter VI.

Business Arising From Minutes

Presentations

Occasionally, the members of council may wish to recognize a special achievement by an individual, club or organization. This type of ceremony is usually conducted near the beginning of the meeting so that the recipient will not have to wait a long time while other business is being conducted.

Delegations

Delegations appear before council for the purpose of voicing an opinion of a group or individual to the council. The agenda should contain the name of the person or group addressing council, the delegation's topic and an estimated time at which it will be heard. Like presentations, delegations are usually dealt with near the beginning of the meeting as a courtesy in order that people who want to address council will not be kept waiting.

Correspondence

The agenda may include a list or copies of correspondence addressed to the council or to the reeve. The agenda should state who sent the letter and the topic of the letter.

The correspondence can be sorted into two types - informational and those requiring action by council.

Informational correspondence does not require any action by council. It is not necessary to consider each piece of informational correspondence during the meeting. However, if a council member wishes to discuss any informational items, the member advises the presiding officer (reeve) and the matter is discussed. If no council member wants to discuss any of the informational items, a motion is passed to receive and file all of the items of correspondence in the informational section.

If correspondence might become the basis of discussion or requires action by council, it should be listed under "New Business".

Financial Reports

The monthly statement of cash receipts and cash payments usually make up this agenda item.

Payment of Accounts

The administrator is required to submit for the consideration of council all accounts and charges against the municipality. The accounts are to be paid only when they have been passed by the council and initialed by the reeve, or presiding officer or a committee of council.

Committee Reports

Reports of any special or standing committees that have met since the last regular council meeting should be listed on the agenda and copies prepared for council.

Councils usually deal with recommendations contained in those reports at this stage of the meeting.

Staff Reports

The various administrative officials usually present reports to council once a month. In addition to the financial report, there may be, for example, reports from the administrator or maintenance supervisor. These reports should be listed on the agenda and copies prepared for council.

During this part of the meeting, council could introduce resolutions dealing with any recommendations that may be contained in these reports.

Appointments

Council is required to make appointments. For example, appointments of board members, committe members, deputy reeve or acting administrator need to be made by resolution of council. All such appointments must be made by resolution or bylaw.

Old or Unfinished Business

Many administrators keep a list of business items that have come before council at previous meetings but have not been finalized. This list reminds staff and members of council that the matters are unresolved.

This section may include any items that have been postponed from a previous meeting as well as items that have been referred to a specific committee for recommendation.

New Business

Under this heading, the administrator would list the individual items that should come up for discussion. Items arising from briefs presented by delegations or correspondence received by council may be dealt with under "New Business".

Some councils may use a procedure whereby a "Notice of Motion" is presented during the New Business agenda item. In this case, a notice is given that a motion concerning a given subject will be presented at the next regular meeting of council. This allows council members and the administrative staff time to research the subject before the next meeting.

If a member of council has placed a specific item on the agenda with background material included, it may be dealt with at this time.

Bylaws

The agenda may contain a short paragraph summarizing the bylaw, or the full copy of the bylaw may be presented to council.

If the bylaw is to have first reading at a meeting, the administrator should circulate a copy of the bylaw to each member at least 24 hours before the meeting. If the bylaw is circulated, it doesn't have to be read aloud at the meeting.

Other

Any item that does not fit into a previously discussed categories may be noted here. Inclusion of the time and date of the next meeting of council is a good practice. Notices of events which may be of interest to council members may also be included in this section.

Adjournment

This agenda item merely indicates that the business of the council has ended and a motion to adjourn is to be passed. After the adjourning resolution is passed, no further business may be conducted at that meeting.

CHAPTER V GENERAL PROCEDURES (MOTIONS)

General Procedures for Motions

The main purpose of a meeting is to see that ideas or items of business are proposed, considered and decided upon. All items of business are introduced by way of motions. After receiving a motion from a councillor, the presiding officer states the motion and calls for discussion or debate. A motion may be made verbally or in writing. A sample motion form is included as Appendix E to this Guide to illustrate the type of written form that council members could use.

When a motion is made, it is then open for discussion or debate – no seconder is required. The presiding officer regulates the discussions. All members may speak for or against a motion, move amendments and ask questions to gain information on a particular point.

It is usually customary for each member, other than the mover, to speak only once to each motion.

A motion (proposed action) becomes a resolution (action) after the motion is voted on and passed.

Out of Order

Occasionally, a person, a motion, or a remark is out of order and does not follow the approved rules of procedure. This presents a difficult situation for the presiding officer because the presiding officer must halt the proceedings and direct the assembly back to the correct course. When this situation arises, the presiding officer must act immediately and make three separate statements: first, stopping the debate because something is out of order, second, explaining what it is that is out of order, and third, stating what is in order.

Any member of council may "rise" (doesn't actually have to get up) on a point of order to point out to the presiding officer that the member believes something is out of order.

A motion is out of order when it is moved while a motion of higher precedence is pending.

A person is out of order when the person begins to speak without recognition of the chair. When someone speaks from the audience, that person is also out of order.

A remark is out of order when it violates rules of the council.

The presiding officer cannot refuse to accept a motion if it is in order -- that is, if it relates to the subject matter being discussed, however, no more than one motion can be debated or discussed at one time.

Dividing Motions

At times, a motion may be worded in such a way that part of it could be supported and another part not supported by the same member. The presiding officer would be correct in asking that such a motion be divided into two motions.

For example, the original motion may be as follows:

> "That we purchase a new typewriter for the office and a new filing cabinet for the library."

A council member could be in favour of purchasing the filing cabinet but not in favour of purchasing the typewriter. Therefore, if the motion is separated into two distinct motions, it clarifies the intent of the members.

Negative Motions

It is correct for the presiding officer to ask that a negative motion be rephrased to make it read in a positive manner. Negative motions, like the following example, should be brought to council's attention and the member should be asked to re-word the motion:

> "That a letter be written to Bill Martin, the plumber, requesting that no future repair work be done at the public works building without council's approval."

This same motion written in a positive form would be:

> "That the administrator inform Bill Martin, the plumber, that he must obtain council's approval before doing any work at the public works building."

Council members should avoid putting forward negative motions.

Voting on a Motion

When the presiding officer feels the discussion has been sufficient and has encouraged all those who wish to speak to do so, the presiding officer may ask the administrator to read the motion and asks for a vote.

Generally, all business can be passed by a simple majority of those present (provided there is a quorum). One exception to this rule is the motion to provide for three readings of a bylaw at one meeting, which must be passed unanimously.

All Members Must Vote

All members of council present at a meeting, including the reeve, must vote on every question.

Defeated Motions

When a motion is brought to a vote and defeated, it appears in the minutes as a defeated motion. The motion may be reintroduced for debate at the same meeting if a majority of the members vote to do so.

Once a motion is disposed of and the result announced by the presiding officer, it may be reconsidered at the same meeting or a subsequent meeting.

Motion to Amend

Amendments are moved for the purpose of changing or improving a motion before that motion comes up for a final vote. A motion is open to amendment up to the time the question (vote) is called.

A motion may be amended by leaving out certain words, adding certain words, or deleting certain words and replacing them with others.

To be in order, amendments to a motion shall be relevant to the question but shall not cause the purpose or intent of the original motion to change.

Voting on an amended Motion

An amendment must be voted on before the vote on the original motion. If the amendment is defeated, debate continues on the original motion at which time further amendments may be proposed. In view of the procedure to amend motions, note that only one amendment to the main question may be presented at one time and only one amendment to the amendment.

Samples of motions to amend:

"I move to amend the motion by inserting ____ between ____ and ____."
"I move to amend the motion by adding ____ after _____."
"I move to amend the motion by substituting _____ instead of ____."
"I move to amend the motion by striking out _____ and inserting ____."

Only three questions may be before council at one time -- the main motion, an amendment to the main motion, and an amendment to the amendment.

After all amendments are voted on, the presiding officer calls for a vote on the original motion, whether amended or not.

Withdrawing a Motion

The mover may request the withdrawal of the motion if the vote has not yet been taken. The presiding officer will ask if there is any objection to the withdrawal of the motion. If there is none, the motion is withdrawn automatically. The administrator should record the motion as withdrawn. If a member voices an objection, the presiding officer may put the matter to an informal vote. A simple majority will allow withdrawal of the motion.

Motions should be withdrawn in the same order they would be voted upon. That is, an amendment should be withdrawn before a main motion.

Motion to Table

A motion to table is used when council desires that the matter in question be temporarily put aside while another matter is discussed.

It is not in order to table until some specified date or time. In that case, a motion to postpone should be used.

A motion to table is stated as:

"I move to table the main motion."

A tabling motion is not debatable and must be voted on at once.

Motion to Take From the Table

A motion to take from the table brings a motion previously tabled forward for immediate discussion.

A motion to take from the table may be moved at the same meeting as the motion to table if some other business had been transacted between the two motions. This motion is not debatable.

A motion to take from the table cannot be moved when any other motion is before the assembly. The motion would read:

"I move that the motion ____ be taken from the table."

Motion to Postpone

A motion to postpone may be used when, for example, a council wants more information before making a decision. In the motion, the mover specifies a particular day on which the question will be dealt with by council.

A motion to postpone may take the following form:

"I move that we postpone consideration of this motion until the next regular meeting of council on (date)."

The motion to postpone may also move to postpone the matter indefinitely as follows:

"I move to postpone this motion indefinitely."

If the motion is carried, the matter cannot be raised again at the same meeting or at any other time except by a motion to reconsider.

Motion to Refer

When a council wishes a committee to study a motion or make recommendations concerning it, a member of council may move that the motion be referred. A motion to refer may be stated as follows:

"I move that the motion be referred to the Roads Committee for its recommendations."

Motion to Reconsider

A motion to reconsider is used to deal with a previous motion that was voted on and was either passed or defeated. However, some member of council who voted with the majority now feels the motion was not fully considered at the time.

A motion to reconsider is in order at the same meeting that the motion was voted on, or at the next succeeding regular meeting. This motion must be moved by a member of council who previously voted with the majority. A typical motion would be:

"I move that this council reconsider the resolution on ___ (state the resolution or resolution #)."

If a motion to reconsider is adopted, its effect is to resume debate on the original motion as though council had not disposed of it.

If the motion to reconsider is carried, the presiding officer will then reintroduce the resolution referred to and the council will resume debate on the motion.

If an action cannot be reversed, the resolution cannot be reconsidered. For example, if council had passed a resolution to pay John Doe $1,000. for gravel and the payment was made and the gravel delivered, it is not possible for council to reconsider that resolution.

The motion to reconsider is debatable only if the resolution to be reconsidered was debatable.

Motion to Rescind

When rescinding a resolution it should be noted that it is the resolution that is cancelled and if any action had been taken due to the passing of the motion, the action cannot be rescinded.

A motion to rescind may read:

"I move to rescind the resolution ____."

Notice to rescind:

"I give notice that I shall move to rescind ____at the next meeting."

The motion to rescind is a debatable motion.

Motion to Adjourn

The motion to adjourn is one of the most common motions and one of the most highly privileged, provided the time for the next meeting is already determined, as it usually is in most municipalities. The purpose of the motion is to close the meeting. The motion may not interrupt a speaker but is in order at any time. It is neither amendable nor debatable, and must be put to an immediate vote.

Order of Precedence of Motions

Tables on the order of precedence of motions are included in Appendices G and H. These tables have been taken from J. Jeffery Auer's book *Essentials of Parliamentary Procedure* and is only one of the many sources available on parliamentary procedures. The main references for this information are listed in the Introduction and References section of this *Guide*.

Question of Privilege

A member of council may raise a question of privilege that may relate to the privilege of the whole council or of only one member. Questions relating to the privilege of the whole council include the following:

(i) the comfort of its members such as the heating, lighting or ventilation of the chambers;
(ii) freedom from noise and disturbances;
(iii) disciplining a member for improper conduct;
(iv) accuracy of published reports of proceedings.

Questions of personal privilege must relate to one as a member of council or else relate to charges against the person's character which, if true, would seriously jeopardize the person's position as a council member.

A member wishing to raise a question of privilege does not need to wait for recognition from the chair.

The following exchange is typical. A councillor addresses the presiding officer:

Councillor:	"I rise on a question of privilege."
Presiding Officer:	"Please state your question of privilege."
Councillor:	"I request that the public seated in the gallery be asked to stop talking."

The presiding officer rules on the question of privilege at once.

Points of Order

A member rises on a point of order when he feels that the presiding officer is not following the correct parliamentary procedure or the order of business.

A member rising on a point of order does not need to wait for recognition from the chair.

The following is a typical way to raise a point of order:

Councillor:	"I rise on a point of order."
Presiding Officer:	"State your point of order."
Councillor:	"The motion just proposed is out of order because there is already a main motion before the assembly."

The presiding officer then rules on the point. Unless the presiding officer's ruling is challenged, the decision will stand and the incorrect procedure or order of business is corrected.

Motion to Appeal the Decision of the Chair

This is sometimes referred to as "challenging the chair." Occasionally, a councillor does not agree with a decision the presiding officer has made. Without waiting to be recognized, the member of council says, "I appeal the decision of the chair."

The presiding officer should state the question and issue, and if so desired, the reasons for the decision.

After the presiding officer has asked for debate on the subject, the question is then called. An example is as follows:

"Those in favour of sustaining the chair, please signify."

"Those opposed, please signify."

The presiding officer will then announce the outcome of the vote and must accept the decision of the meeting. If a majority of those present are opposed to the presiding officer's original decision, it must be reversed.

Conflict of Interest

Conflict of interest generally occurs when a person in public life gets into a situation where a personal interest conflicts with the public duty.

The term "conflict of interest" in rural municipalities is limited to pecuniary interest.

Pecuniary Interest

The pecuniary interest provisions of *The Rural Municipality Act, 1989* extend to a financial gain or loss that a council member, a member's agent, partner, spouse, parent or child could make from a decision of council. They also apply to a controlling interest that a council member, an agent or partner, spouse, parent or child has in a corporation (or if a partner, spouse, parent, child or agent is a chief officer of a corporation) that could benefit financially from or be adversely affected financially by a decision of council.

Refer to *The Rural Municipality Act, 1989,* Section 45 for details on what constitutes pecuniary interest.

Procedures for Disclosure

It is the duty of each individual council member to determine what does or what does not constitute a case of pecuniary interest in regard to a specific situation or set of circumstances. It is not the duty of the administrator or any other member of council to point out a possible situation of pecuniary interest regarding another member of council.

If a member believes that he or she has a pecuniary interest in a matter that comes before council, there are clear procedures to follow:

(1) Disclose the pecuniary interest to the council. It is not necessary to state the exact nature of the interest.

(2) Leave the meeting while the matter is under discussion.

(3) Avoid discussing the matter or attempting to influence the decision made by any other council member on the matter before, during or after the meeting.

These procedures apply to all meetings of council including special or committee meetings. The administrator must record this action as well as the member's return to council chambers following conclusion of the vote on the item. Inclusion in the minutes of the times the member leaves and returns is good practice.

Loss of Quorum

Any member of a council who declares a pecuniary interest in a matter is not to be counted for the purpose of determining whether a quorum of the council is present when the question or matter is put to a vote. If the number of members of council declaring a pecuniary interest on a matter results in a loss of quorum at a meeting, the remaining number of members is deemed to be a quorum for that question, unless that number is less than two. If the remaining number of members of council is less than two, the council, by resolution, may apply to a judge for an order authorizing the council to give consideration to, discuss and vote on that question or matter.

Recorded Vote

Any member of council may call for a recorded vote. The presiding officer or administrator must call each member's name, including the presiding officer's, noting whether the vote was in the affirmative or the negative. All this information is recorded in the minutes.

The request for a recorded vote may be called prior to or immediately after the vote, or the procedure for a recorded vote could be stated in a procedure bylaw. The reason a recorded vote is most often requested after the results of the initial vote are declared, is to prevent the members from being intimidated by the fact that there is to be a recorded vote.

One rule regarding recorded votes being taken after the initial vote that should be kept in mind is that a council member's vote cannot be changed if a recorded vote is called. A council member is allowed to vote only once on each question.

Recorded votes may be taken on motions that are carried or defeated.

CHAPTER VI PREPARATION OF MINUTES

Purpose

Minutes are the official record of meeting proceedings. The administrator must keep a record of council meetings. They should be clear, accurate, concise and include the following essential information:

(1) the name of the municipality;
(2) the time, date and place of meeting;
(3) the names of the members present;
(4) the names of members absent (with or without consent);
(5) the administrator's name (or acting administrator);
(6) the name of the person presiding over the meeting;
(7) the adoption of the previous meeting's minutes;
(8) the type of meeting - special or regular;
(9) the name of the mover of every motion, a number assigned to each motion, a statement of every motion, and an indication of whether the motion was carried or defeated;
(10) the date of the next meeting (if it had not been previously set);
(11) the time of adjournment;
(12) the signature of the administrator and presiding officer;
(13) the original of any bylaw adopted at the council meeting;
(14) any other document indicated in the minutes as being "attached hereto, forming a part of these minutes."

Minutes are a meeting's memory. They are not kept just for short term use. They form a permanent, historical record and should be written with the future in mind.

The Act states the recording of minutes is one of the duties of the administrator. It may well be the single most important duty of the administrator. Minutes of council are accepted in court as evidence. They are a vital document respecting the affairs of the municipality since they record the council's decisions.

Recording Decisions

All resolutions of the council are recorded in the minutes and are intended to show what was transacted at a meeting and not to record individual opinions. Discussions are not recorded in the minutes.

All decisions of council must be decided by resolution or by bylaw. There is no provision in the Act to do otherwise. The Act also states that all questions on a motion must be submitted to the council and all questions are to be decided by a majority of the votes. Procedure bylaws may increase the requirements to more than a majority.

Recording Names

The administrator must record the names of the members of the council present at the meeting. The reasons here are two-fold. By recording the names of members present, it can be determined if a quorum was present and if business was conducted legally.

The other reason is for purposes of calculating the remuneration of council members. Most council's remuneration is tied to attendance at meetings. In other words, they are paid for the meetings they attend.

Acting Administrator

There will be times when the administrator will be unable to carry out the duties of administrator. The method of appointing an acting administrator is by resolution of council. The acting administrator has the same powers as the administrator. A council member cannot be appointed acting administrator.

Adopting of Minutes

The administrator shall ensure that the minutes of each meeting are adopted at the next regular council meeting and that the last page of the minutes of each meeting is signed by the presiding officer. A recommended procedure is to have the administrator and presiding officer initial each page of the minutes.

Format of Minutes

There are many different formats to use when recording minutes. The only requirement is that the format meet the legislation and council needs.

Checklist for Minutes

(1) Begin minutes at the top of a new page
(2) Start with a heading
    (a) name of municipality
    (b) type of meeting
    (c) time, date and place held
(3) Record full names of members present or absent, as well as others if desired (e.g., delegations). At least once a year, indicate which division each councillor represents.
(4) Record the call to order (including time)
(5) Adoption of agenda (if required)
(6) Minutes adopted from previous meeting
(7) Business arising from minutes

(8) Delegations
(9) Correspondence
(10) Financial Statements
(11) Payment of accounts
(12) Committee Reports
(13) Staff Reports
(14) Appointments
(15) Old or Unfinished Business
(16) New Business
(17) Bylaws
(18) Other
(19) Adjournment (including time)

Form and Neatness

Besides following a standard format, the minutes also should have style to enhance readability. The following pointers are recommended in the preparation of minutes:

(1) Type minutes using marginal notes to identify subject matter.
(2) Use capital letters in headings.
(3) Number resolutions (one way to do this is to start numbering at #1 each new year - (e.g., #1/95)
(4) Use correct spelling and punctuation.
(5) Write in clear and complete sentences.
(6) Leave adequate spacing between resolutions.
(7) Capitalize the first word of each sentence.

Things to Avoid

Do not use only first names when recording the names of the meeting participants. Remember, not only are the minutes a legal document, they are also a permanent record.

Do not use white-out. Do not erase.

Do not add handwritten notes or comments in the margins. Keep in mind that original bylaws are a part of the minutes, so do not write on them either.

Correcting the Minutes

If errors have been discovered before the minutes have been adopted, the administrator makes the necessary minor corrections to the minutes in ink immediately upon discovering the error. The correction is made by striking out the error, writing in the correction and having the presiding officer and administrator initial the change.

If a substantial change to the minutes is required, it may be made in an appendix to the minutes which are being corrected. A reference to the appended correction is made in the place where the correction would normally have been placed.

The resolution to adopt the minutes where there are no errors or omissions is:

> "Moved by Councillor ___ that the minutes of the Regular/Special meeting held on the ___ day of ___, 19 _ be adopted."

If a correction to the minutes is necessary, the following resolution can be used:

> "Moved by Councillor ___ that Resolution No. __ of ___ (date) be corrected by ___."

If corrections are required to the minutes of a previous meeting, the correction might read:

> "Councillor ___ called attention to an error in omitting the name of Jim Brown from the list of Budget Committee Members."

If the previous meeting's minutes need correcting, a motion is put forward and must be voted on. For example:

> "Moved by Councillor ___ that the minutes of the previous meeting be corrected as follows:..."

The motion following would be:

> "Moved by Councillor ___ that the minutes of the previous meeting be adopted as corrected."

Under no circumstances are the original minutes retyped after they have been presented to council.

Retention and Storage of Minutes

Council meeting minutes must be retained permanently by the municipality in their original form. Committee and sub-committee meeting minutes not attached to the council meeting minutes have a 3 year retention period.

CHAPTER VII COMMITTEE AND BOARD MEETINGS

Appointment of Committees

The Rural Municipality Act, 1989 allows for the appointment of council committees by resolution. Standing committees and special committees of council are appointed by council and these committees report directly to council. Any resolution or bylaw recommended by a committee must be passed at either a regular or special council meeting.

Committee Meetings

Committee meetings are usually quite informal. The discussion method is used and members speak as often as they please provided they do not deprive other members of opportunities to present their views. The chairperson may take an active part in the discussion and may put questions to a vote on his or her own initiative after an informal discussion. Council committees, as the name implies, are comprised only of members of council. The Reeve is an *ex officio* member of all council committees.

The procedure for conducting committee meetings could be set out in a procedure bylaw.

Types of Committees

Two types of committees are in general use in Saskatchewan – standing committees and special committees.

Standing Committees

Councils appoint standing committees for any purpose which would be better regulated and managed by means of such a committee. The committee considers such matters that are referred to it, and reports to council with or without a recommendation (e.g., finance, roads, environment).

A council refers matters pertaining to these subject areas to the appropriate committee. Council decides the number of members and specific duties of each committee.

Special Committees

Special committees of council are established to deal with a specific problem or issue and cease to exist when that matter is concluded.

For example, a council may appoint a special committee to make recommendations concerning council remuneration or to consider the purchase of new equipment.

Committee of the Whole

A Committee of the Whole, as the name suggests, comprises the whole council.

When a council wishes to discuss a policy, question or bylaw under relaxed rules of procedure, a resolution to move to Committee of the Whole is required:

> "Moved by Councillor ____ that this meeting resolve itself into committee of the whole to consider ____(subject matter) and Councillor ____ shall chair the meeting."

A member of council or the deputy reeve usually chairs a Committee of the Whole meeting. When the motion is put to the question and carried, the reeve leaves the chair and the councillor so appointed takes charge.

The administrator does not record the proceedings of the committee in the council meeting minutes, but should keep a memorandum of the proceedings for the use of the committee. No bylaws or resolutions may be passed at a committee meeting.

When the work of the committee is completed, the following motion is made:

> "That the committee do rise and report."

This is an informal motion that adjourns the Committee of the Whole and the reeve resumes chairing the regular council meeting. The committee chairperson then reports the discussions of the committee. If the council wishes to take action arising from the committee discussions, motions must be presented and voted upon. Very seldom is there any discussion on this motion as it has already been discussed in the committee.

Committee meetings may be open to the public. Because a council sits as Committee of the Whole does not necessarily mean that the meeting is closed to the public.

Private Sessions

Occasionally, the nature of the subject may make a closed session preferable. Council cannot meet in private. Private sessions are of the Committee of the Whole, and are therefore a committee meeting.

A Committee of the Whole meeting may resolve into private session for a stated time and purpose. A motion is required to move into a private session. There is no such thing as a private council meeting.

The motion to move into a private session would be as follows:

"That the ____ (state subject matter) be considered in a private session of the Committee of the Whole."

The motion is debatable but not amendable and requires a majority vote.

Private sessions should generally be confined to matters concerning personnel issues and discussion of relationships with other corporate bodies and matters concerning individuals. Council should use discretion when using private sessions because too many closed sessions could create false impressions and suspicions. Open sessions stimulate the free exchange of information with the citizens.

When the business to be considered in the private session is completed, an informal motion is moved to rise from the private session. This is put to a vote without debate and after it is approved, the council meeting returns to its normal agenda.

Appointment of Boards

A council may appoint by bylaw any board, association or commission for the purpose of managing and operating any activity of the rural municipality.

Members of council are not eligible to serve as employees of boards, association or commissions established under the jurisdiction of that member's council.

Duties of Boards

The bylaw establishing the board should also set out the specific duties, powers and functions of the board. The power of the board to hire, suspend or dismiss employees should be clearly defined.

Board Meetings

The meetings of boards set up by council are usually conducted in the same manner as council meetings. Specific guidelines should be set out in the bylaw creating the board.

Appointment of Members to Boards

A council may appoint members to various boards, committees or commissions by resolution. Specific authority for these appointments is set out in the relevant bylaws or Acts establishing the boards, committees or commissions.

CHAPTER VIII PROCEDURE BYLAWS

Purpose

A procedure bylaw, as its name suggests, sets out the procedure by which a council wishes to conduct its business. By deciding in advance how certain matters are to be dealt with, council can avoid wasting time arguing about how a meeting should be conducted.

Councils that have enacted procedure bylaws generally find they make more efficient use of their meeting time. Meetings are more orderly and easier to follow, benefiting not only the council members and staff, but also members of the public.

Procedure bylaws set the rules by which council business will be conducted and state, in general, how business is to be transacted. A procedure bylaw, however, cannot establish rules or procedures that are contrary to the provisions of the Act.

Contents

A procedure bylaw can be made as detailed or as simple as a council wishes. A simple procedure bylaw should cover the basic items such as notice of meetings, order of business, and conduct of members. A more detailed procedure bylaw would cover most procedural questions and issues that might arise in council or committee meetings.

The contents listed below are intended as a guide and may be adjusted to suit the size and past practices of the municipality:

(a) Definitions
(b) Application
(c) Regular Council Meetings
(d) Special Meetings
(e) Calling the Meeting to Order and Quorum
(f) Postponement of Meetings
(g) Agenda
(h) Minutes
(i) Petitions and Communications
(j) Delegations
(k) Bylaws
(l) Conduct of Members
(m) Rules of Debate
(n) Voting on Motions
(o) Committee of the Whole
(p) Committees and Committee Meetings
(q) Standing and Special Committees

Maintaining Effectiveness

Even the most well-prepared procedure bylaw will need to be "fine-tuned" from time to time to keep it current. Reviewing and updating the procedure bylaw by the council will not only keep the bylaw useful, but will make council members aware of the contents of the bylaw.

Assistance in Preparation

As drafting a procedure bylaw is a complex undertaking, you are asked to contact an advisor with Municipal Advisory Services at (306) 787-2680 (Regina) for assistance. The advisor will provide you with a suitable sample and any guidance necessary to draft a procedure bylaw tailored to your specific needs. The advice of the municipality's solicitor may also be obtained.

References

1. General Henry M. Robert. *Robert's Rules of Order.* The Berkley Publishing Group. Prentice Hall Inc. Toronto.

2. J.G. Bourinot. *Rules of Order.* McClelland and Stewart Ltd. Toronto.

3. J. Jeffrey Auer. *Essentials of Parliamentary Procedure.* Prentice Hall Inc. Toronto.

4. M. Kaye Kerr and Hubert W. King. *Procedures for Meetings and Organizations.* Carswell Legal Publications.

A GUIDE TO

COUNCIL MEETING PROCEDURES

APPENDICES

APPENDIX A - EXAMPLE OF OATH OF OFFICE

Form A is a prescribed form for the purpose of section 21 of the Act.

THE RURAL MUNICIPALITY ACT, 1989

FORM A
(Section 3)

DECLARATION OF ELECTED OFFICIAL

I, _____, having been elected to the office of _____in
The Rural Municipality of _____ No. _____.

DO SOLEMNLY PROMISE AND DECLARE:

1. That I will truly, faithfully and impartially, to the best of my knowledge and ability, perform the duties of this office;

2. That I have not received and will not receive any payment or reward, or promise of payment or reward, for the exercise of any corrupt practice or other undue execution of this office;

3. That I will disclose any pecuniary interest as required by and in accordance with The Rural Municipality Act, 1989.

DECLARED before me at _____,
in the Province of Saskatchewan,
this ___ day of _____ A.D. 19__.

_____ _____
A Commissioner etc. (Signature of Declarant)
(or as the case may be)

APPENDIX B - EXAMPLE OF WAIVER OF NOTICE FORM

Date: _____

R.M. of NEARLY PERFECT NO. 999

WAIVER OF NOTICE OF A SPECIAL MEETING OF COUNCIL CALLED UNDER AUTHORITY OF SUB-SECTION 35(3) OF THE RURAL MUNICIPALITY ACT, 1989.

We, the undersigned members of the council of the Rural Municipality of Nearly Perfect, No. 999 hereby waive notice of a special meeting of council to be held in the council chambers of the Rural Municipality of Nearly Perfect, No. 999, at Nearly Perfect, Saskatchewan on _____(date), commencing at _____(time) a.m./p.m. for the purpose of discussing and acting upon the following items:

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____

SIGNED:

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

THE WAIVER OF NOTICE SHOULD BE KEPT AS PART OF THE MINUTES

AS EVIDENCE THAT THE MEETING WAS PROPERLY CALLED.

APPENDIX C - SAMPLE AGENDA

AGENDA FOR THE R.M. OF NEARLY PERFECT NO. 999
First Council Meeting
Wednesday, January 11, 1995
at 9:00 a.m.
to be held in the municipal office at Nearly Perfect, Saskatchewan

Present:

Absent:

Call to Order:

Delegations:
1) Joe Giftagab from Sales Company, re: equipment repairs.
2) Betty Complainer, re: road gravel.

Adoption of Agenda:

Minutes: Adoption of Previous Minutes (attached)

Business Arising From Minutes:

1) Administrator salary
2) Janitor
3) Bond
4) Reimbursements/Remunerations
5) Deputy Reeve
6) Setting regular council meetings
7) Appointments

Committees:

Financial Reports:

Accounts:

Bylaws:

Correspondence:

Adjourn:

APPENDIX D - SAMPLE MINUTES

MINUTES OF THE FIRST MEETING OF THE COUNCIL OF THE R.M. OF NEARLY PERFECT NO. 999 IN THE MUNICIPAL OFFICE AT NEARLY PERFECT, SASKATCHEWAN ON WEDNESDAY, JANUARY 11, 1995

The meeting was called to order by Reeve Big Mann at 9:00 a.m.

Present were Reeve Big Mann, Administrator Sam Jones, and the following Councillors:

John Boy	-	Division No. 1
Jane Girl	-	Division No. 2
Some Guy	-	Division No. 3
Some One	-	Division No. 4
Busy Body	-	Division No. 5
Any Person	-	Division No. 6

Councillors Jane Girl, Some One, and Any Person subscribed to their Declaration of Office.

Delegations: Joe Giftagab from Sales Company re: Equipment Repairs
Betty Complainer re: Road Gravel

Road Gravel

1/95 **Body:** THAT the patrol operator be directed to immediately investigate Betty Complainer's concern about excess gravel in the middle of the road at E of SW2-65-31 W2 and bring a report to the next regular council meeting.

2/95 **One:** That this motion be postponed indefinitely.

CARRIED.

Correction of Minutes

3/95 **Guy:** THAT the minutes of the regular meeting of council held on December 9, 1994 be corrected by adding the words "and employees" after the word "council" in resolution No. 301/94.

CARRIED.

Minutes

4/95 **Girl:** THAT the minutes of the regular meeting of council held on December 9, 1994 be adopted as corrected.

CARRIED.

New Business and Business Arising from Minutes

Administrator's Salary **5/95** **Guy:** THAT administrator Sam Jones be paid an annual salary of $41,000.00 for the year 1995.

6/95 **Person:** THAT this motion be tabled (see 13/95).

CARRIED.

Councillor Any Person declared a pecuniary interest in the following matter and left the boardroom at 9:20 a.m.

Janitor **7/95** **Boy:** THAT Scotty Person be hired as office janitor for the year 1995 at a wage of of $150.00 per month.

CARRIED.

Councillor Any Person re-entered the boardroom at 9:25 a.m.

Bond **8/95** **Person:** THAT the administrator's bond be accepted as presented.

CARRIED.

Council Remuneration **9/95** **One:** THAT council remuneration for the year 1995 be set at $100.00 for council meetings, $70.00 per meeting for committee meetings and $70.00 per day for public works supervision.

CARRIED.

Council Travel **10/95** **Girl:** THAT council members be reimbursed for all necessary municipal travel at a rate of $0.40 per kilometre.

CARRIED.

Employee Travel **11/95** **Boy:** THAT all municipal employees be reimbursed for all necessary municipal travel at a rate of $0.30 per kilometre.

(Councillor Boy requested a recorded vote:
Councillor Boy, Reeve Mann - for;
Councillors Girl, Guy, One, Body, Person - against)

DEFEATED.

Employee Travel **12/95** **One:** THAT all municipal employees be reimbursed for all necessary municipal travel at a rate of $0.40 per kilometre.

CARRIED.

Administrator's Salary **13/95** **Person:** THAT the motion regarding the Administrator's salary be taken from the table.

CARRIED.

5/95 **Guy:** THAT administrator Sam Jones be paid an annual salary of $41,000.00 for the year 1995.

CARRIED.

Deputy Reeve

14/95 **Person:** THAT Councillor Busy Body be appointed deputy reeve for the year 1995.

CARRIED.

Regular Meeting Date

15/95 **Girl:** THAT regular meetings of the council of the R.M. of Nearly Perfect No. 999 be held the second Wednesday of each month in the municipal office boardroom in Nearly Perfect, Saskatchewan commencing at 8:00 a.m. local time.

CARRIED (as amended).

16/95 **One:** THAT the motion be amended by deleting "8:00 a.m." and substituting therefor "9:00 a.m.".

CARRIED.

Committee

17/95 **Body:** THAT Councillors Some One and Jane Girl be appointed to the Road Committee pursuant to Bylaw No. 1-83.

CARRIED.

Appointments:

Weed Inspector

18/95 **Person:** THAT Sonny Person be appointed as weed inspector for the R.M. of Nearly Perfect No. 999 for the year 1995.

WITHDRAWN.

19/95 **One:** THAT Scotty Jones be appointed as weed inspector for the R.M. of Nearly Perfect No. 999 for the year 1995.

CARRIED.

Fire Chief

20/95 **Boy:** THAT Mike Jones be appointed as fire chief for the R.M. of Nearly Perfect No. 999 for the year 1995.

21/95 **Girl:** THAT this matter be referred to the Protective Services Committee for study and report to the next regular council meeting.

CARRIED.

Recreation Centre Donation

22/95 **Guy:** THAT this council reconsider resolution No. 305/94 of December 9, 1994 regarding payment of a donation to the Nearly Perfect Recreation Centre Inc.
(Mover was member of majority that defeated 305/94)

CARRIED.

23/95 **Body:** THAT a donation in the amount of $5,000.00 be paid to the Nearly Perfect Recreation Centre Inc. to renovate the bathrooms.

CARRIED.

W.C.B. 24/95 **Guy:** THAT the assessable earnings for members of council under the Workers' Compensation Board Act be set at $25,000.00 per elected official for 1995.

CARRIED.

Receipts & Payments 25/95 **One:** THAT the statement of cash receipts and cash payments for the month of December, 1994 be accepted as presented.

CARRIED.

Accounts 26/95 **Boy:** THAT the accounts in the amount of $10,986.10, as indicated on the list attached hereto and forming part of these minutes, be approved for payment.

CARRIED.

Bylaw 1-95 27/95 **Girl:** THAT Bylaw No. 1-95, being a bylaw to dispense with mailing of assessment notices, be read a first time.

CARRIED.

28/95 **Body:** THAT Bylaw No. 1-95 be now read a second time.

CARRIED.

29/95 **Person:** THAT Bylaw No. 1-95 be given three readings at this meeting.

CARRIED UNANIMOUSLY.

30/95 **Boy:** THAT Bylaw No. 1-95, being a bylaw to dispense with the mailing of assessment notices, be read a third time and adopted.

CARRIED.

Correspondence 31/95 **Guy:** THAT the correspondence having been read now be filed and that a list of the correspondence read be annexed hereto and form a part of these minutes.

CARRIED.

Rescind 196/94 32/95 **Body:** THAT resolution No. 196/94, passed by council at its regular meeting of August 5, 1994, be rescinded.

CARRIED.

Adjourn: 33/95 **Person:** THAT this meeting adjourn at 3:30 p.m.

CARRIED.

_____

Reeve

_____

Administrator

The following letters have been read in correspondence at a regular council meeting of January 11, 1995:

Mr. Bob Fisher	re: gravelling grid road NW 1/4 18-20-4 w2nd
Municipal Affairs, Culture and Housing	re: upcoming workshops
SARM	re: Annual Convention

The accounts as presented to council at the regular council meeting of January 11, 1995 :

CHEQUE NO.	ACCOUNT NAME	AMOUNT
0001	Sask. Power	$ 4,000.00
0002	Sask. Tel.	435.75
0003	SARM	965.25
0004	Sam Jones	2,250.66
0005	Receiver General	946.34
0006	Superannuation	187.88
0007	G & D Gravel Hauling	2,200.22
0008	Cancelled	-
		$10,986.10

APPENDIX E - **MOTION FORM**

_____ of _____

Date:_____, 19____

Motion No.:_____

Moved by: _____

That:_____

_____

_____

_____

_____

_____

_____

Mover's signature

Pecuniary Interest *(if applicable)*
Declared by: _____

_____

_____

Recorded Vote Requested: Yes ____ No ____

For:	Against:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Carried _____ Defeated _____

APPENDIX F - MOTIONS AT A GLANCE

Motions to Amend	"I move to amend the motion by inserting _____between _____ and _____."
	"I move to amend the motion by adding _____after _____."
	"I move to amend the motion by substituting _____instead of _____."
	"I move to amend the motion by striking out _____and inserting _____."
Motion to Postpone	"I move that we postpone consideration of this motion until the next regular meeting of council on _____(date)."
	"I move to postpone this motion indefinitely."
Motion to Reconsider	"I move that this council reconsider the motion on _____(state the motion)."
Motion to Refer	"I move that the motion be referred to the Public Works Committee for its recommendations."
Motion to Rescind	"I move to rescind the motion _____."
Notice to Rescind	"I give notice that I shall move to rescind resolution #_____at the next regular meeting of council to be held on _____."
Motion to Table	"I move to table the main motion."
Motion to Take from the Table	"I move that the motion _____be taken from the table."

APPENDIX G -
CLASSIFICATION OF MOTIONS ACCORDING TO PRECEDENCE

		Amendable?	Debatable?	Interrupt Speaker?
Privileged Motions (in order of precedence)				
1.	Fix time of next meeting	Yes	No[1]	No
2.	Adjourn	No	No	No
3.	Recess	Yes	No[1]	No
4.	Question of Privilege	No	No	Yes
Subsidiary Motions (in order of precedence)				
5.	Lay on the table	No	No	No
6.	Previous Question	No	No	No
7.	Limit debate	Yes	No	No
8.	Postpone to a certain time	Yes	Yes	No
9.	Refer to committee	Yes	Yes	No
10.	Committee of the whole	Yes	Yes	No
11.	Amend	Yes	[2]	No
12.	Postpone indefinitely	No	Yes	No
Main Motions (in order of precedence)				
13.	Main motion for general business	Yes	Yes	No
14.	Take from the table	No	No	No
15.	Reconsider	No	[2]	Yes
16.	Rescind	Yes	Yes	No
17.	Make special order of business	Yes	Yes	No
Incidental Motions (no order of precedence)				
18.	Point of Order	No	No	Yes
19.	Appeal from decision of chair	No	[2]	Yes
20.	Suspend rules	No	No	No
21.	Object to consideration	No	No	Yes
22.	Parliamentary inquiry	No	No	Yes
23.	Request for information	No	No	Yes
24.	Withdraw a motion	No	No	No

---

1 Original motion not debatable, amendment debatable

2 Debatable only when the motion to which it is applied was debatable

APPENDIX H -

CLASSIFICATION OF SPECIAL MOTIONS ACCORDING TO PURPOSE

		Amendable?	Debatable? Speaker?	Interrupt
To suppress debate or hasten action				
1.	Previous question	No	No	No
2.	Suspend rules	No	No	No
3.	Limit debate	Yes	No	No
4.	Take from the table	No	No	No
5.	Make special order of business	Yes	Yes	No
To delay action				
6.	Postpone to a certain time	Yes	Yes	No
7.	Lay on the table	No	No	No
8.	Refer to committee	Yes	Yes	No
To prevent action				
9.	Object to consideration	No	No	Yes
10.	Withdraw a motion	No	No	No
11.	Postpone indefinitely	No	Yes	No
To consider more carefully				
12.	Committee of the whole	Yes	Yes	No
To change a decision				
13.	Reconsider	No	[3]	Yes
14.	Rescind	Yes	Yes	No
To maintain rules and order				
15.	Question of privilege	No	No	Yes
16.	Point of order	No	No	Yes
17.	Appeal from decision or chair	No	[3]	Yes
18.	Parliamentary inquiry	No	No	Yes
19.	Request for information	No	No	Yes
To close a meeting				
20.	Adjourn	No	No	No
21.	Fix time of next meeting	Yes	No[4]	No
22.	Recess	Yes	No[4]	No

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[3] Debatable only when the motion to which it is applied was debatable

[4] Original motion not debatable; amendment debatable

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The bold numbers in square brackets refer to the section where this information can be found in *The Rural Municipality Act, 1989.*

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